

## Other Service Elements

### Assistance

Access frequently asked questions (FAQs), feedback forms, training class schedules and self-paced training.

### My Profile

Change your Password, Time Zone, Tracking Codes, Email Address, and Phone Number(s). Go to My WebEx.

### My Folders

Store documents online (not necessary for sharing documents in a WebEx meeting).

### Address Book

Easy access to your frequently used addresses for inviting attendees to meetings.

Customer Hotline  
+1.408.435.7088

Technical Support  
support@webex.com

Customer Services  
customer\_services@webex.com

Training Registration  
<http://training5.webex.com>

Bringing the meeting to you.™

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For questions about WebEx  
contact your team's IT Lead or  
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## Getting Started with WebEx Meeting Center

Maintain your competitive advantage with interactive online meetings.

Go to <http://naimeetings.webex.com>

### Schedule a Meeting

- 1 Click Host a Meeting, then click Schedule a Meeting.
- 2 Enter your user name and password and click Log In.
- 3 Enter the Topic and Meeting password, then select any optional features.
- 4 Click Schedule to finish.

### Start a Scheduled Meeting

- 1 Click My WebEx.
- 2 Enter your user name and password and click Log in.
- 3 Select your meeting from the My Meetings list and click Start Now.

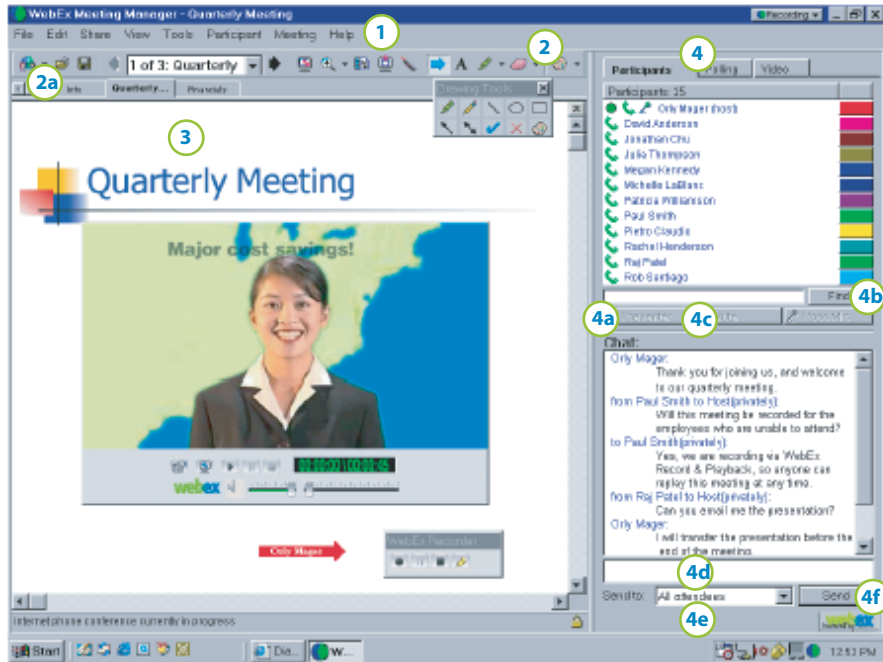
### Join a Meeting

- 1 Click Topic link for the meeting that you want to join.
- 2 Enter your name, email address, and password.
- 3 Click OK to enter the meeting.

Quick Start Guide

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# WebEx Meeting Center™



## 1 Menu Bar

### File

New Page, Open, Close, Save, Save As, Transfer, Print, End Meeting.

### Edit

Undo, Redo, Copy Page, Paste Page, Clear, Font, Sound Preferences.

### Share

Presentation or Document, Whiteboard, Web Content, Application, Web Browser, Desktop, Remote Computer.

### View

Full Screen, Thumbnails, Zoom In, Zoom Out, Zoom By, Fit in Viewer, Fit to Width, Synchronize for All.

### Tools

Internet Phone, Start Recording, Recording Options.

### Participant

Join Teleconference, Mute, Unmute, Mute All, Unmute All, Phone, Invite, Attendee Privileges, Make, Expel.

### Meeting

Information, Message or Greeting, Options, Restrict Access/Restore Access.

### Help

Meeting Center Help, About WebEx Meeting Manager.

## 2 Tool Bar

Provides various tools for annotating and viewing documents. The tools are dimmed on the attendees' screens when the presenter has not checked the corresponding attendee privilege.

### 2a Application Sharing

Click the Sharing button to access the sharing commands. Shared applications appear in their own window. (not shown here)

## 3 Presentation Viewer

Documents, whiteboard, and presentations appear in this window.

## 4 Panel Options

### Participants Panel

See who is in the meeting and who is the presenter. Phone icons represent telephony and microphones represent Internet Voice.

### 4a Presenter

Select an attendee and click here to let the attendee share.

### 4b Find

Find an attendee by name.

### 4c Mute

Mute an attendee's phone.

### 4d Chat

Type your chat comments here.

### 4e Send to

Select an attendee for private chat. (Attendees see different options as appropriate.)

### 4f Send

Click to submit your chat comments.

### Polling Panel

Click to set up questions and collect answers.

### Video Panel

Click to see live video from the presenter's video camera.